



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 7-14-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received JUL 25 1972 Application No. 207 Date Completed JUL 26 1972	
2. Agency Application No. MH-2		3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Mental 47 Trinity Ave. Atlanta, Georgia		4. Person to Contact Douglas Haire	
				5. Working Title RMU	6. Tel. No. 656-4976
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates		9. EXACT SERIES TITLE Pharmacy Services Files			
10. What function performed resulted in creation of this series These files relate to the requisitioning and dispensing of drugs and other pharmaceuticals by state medical facility pharmacies.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any See Attached List.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers					
				FLOOR SPACE OCCUPIED (Square Feet)	
				In Office(s)	
				In Storage Area(s)	
				By Annual Accumulation	
				This Year's	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by

Recommendations prepared by

Approved for Division Date

Records Management Officer Date

X Charles H. Bruden

July 17, 1972

Recommendations

☒ Approved ☐ Disapproved

Charles H. Bruden, MD
Dept. of Audits

7/17/72

in Paragraph 25

☒ Approved ☐ Disapproved

William M. Dixon
Secretary of State Designee

7/25/72

are:

☒ Approved ☐ Disapproved

Carroll Hart
Dept. of Law

7-24-72

☒ Approved ☐ Disapproved

M. Sheel

7-26-72

Description	Disposition
Drug reference files. Documents used as a source of reference to drugs available on the commercial market. Included are cards containing data extracted from journals, tear sheets, reports of board actions and similar or related documents.	Destroy when no longer needed for reference.
Medical prescription files. Documents relating to medical prescriptions which accumulate in pharmacies. Included are bulk drug orders; prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors and similar prescriptions; and similar or related documents.	Destroy after 5 years.
Pharmacy stock record files. Documents reflecting the receipt and expenditure of all narcotic drugs, ethyl alcohol, alcoholic liquors and similar preparations.	Destroy 5 years after card is filled.
Pharmacy issue files. Documents used by pharmacy officers for requisitioning items of supply from the medical supply officer. Included are issue slips, requests for issue or turn-in and similar or related documents.	Destroy after 5 years.

* Documents are to be kept for 2 years in office area then held for 3 additional years in local holding area, where they may be referred to if needed.